

**City of Seattle Legislative Department  
2011 Women and Minority-owned Business Enterprise Goals and Outreach Plan  
March 2011**

**Background**

Type	2008			2009			2010		
	Total \$ Payments	Total \$ for WMBEs	Total WMBE %	Total \$ Payments	Total \$ for WMBEs	Total WMBE %	Total \$ Payments	Total \$ for WMBEs	Total WMBE %
<b>Consultant Contracts</b>	962,281.91	446,416.10	46.39%	335,811.33	163,115.77	48.57%	166,606.87	68,622.46	41.19%
<b>Purchasing</b>	200,168.21	12,396.42	6.19%	136,668.93	12,077.16	11.03%	109,621.10	20,160.70	18.39%
<b>Total</b>	1,162,450.12	458,812.52	39.47%	472,480.26	178,192.93	37.71%	276,227.97	88,783.16	32.14%

The Legislative Department is comprised of three distinct divisions, headed by the Council President. City Council establishes City laws, approves the City's annual budget, oversees executive operating departments, and ensures the City provides a quality environment for its citizens through its policy-making role. Central Staff provides policy and budget analysis, finance and budget support. The Office of the City Clerk provides support for the City and Council's legislative process, city records management oversight and guidance, manages Seattle Municipal Archives, and provides critical departmental infrastructure.

**1) Department Representative**

Eric Ishino, Finance Manager

**2) 2011 Goals**

Our primary goal in 2011 is to increase our department staff's awareness of the commitment and requirement to promote WMBEs, and to incorporate checklists to ensure that WMBE contracts and vendors are considered in the contracting process.

**3) Project Specific Strategies and Objectives**

The City and department's commitment to promoting WMBEs will be introduced through the department's existing RSJI group. Its members will be trained to incorporate the promotion of WMBE utilization as a tenet of their program.

- Educate the IRSJ group with City and Legislative Department's policies and procedures related to promoting WMBEs
- Educate the whole department
- Get a buy in from directors and Councilmembers to encourage their staff to engage in outreach with every contract
- Get new WMBE consultants/vendors registered in the WMBE database

#### **4) Department Training**

##### RSJI group

- Familiarize the group with City and Legislative Department's policies (e.g. [PRO D609](#) ) and procedures related to promoting WMBEs
- Assist the group to incorporate the promotion of WMBE utilization into their daily work with the department
- The training provided to these individuals will include background and policy, as well as an introduction to available WMBE tools, such as utilization reports and VPN. Periodic reports on our department's compliance levels will be provided through regular reports/Legisletter/ regular meetings with supervisors.

##### Council and staff

- One-on-one meetings with councilmembers and their staff

##### City Clerk and Central Staff

- Bring up the issue and educate staff at regularly scheduled division staff meetings

#### **5) Outreach Events**

Due to the size and specialization of each contract, it does not appear meaningful for our department WMBE representative to attend general outreach events.

#### **6) Consultant Inclusion Plans**

We rarely engage in contracts above \$260,000, last time in 2007, or in smaller contracts that call for subcontracting or other employment opportunity. We are aware of this requirement and opportunity, and it will be added to our department WMBE checklist.